



TOWN OF SIDNEY

SECONDARY SUITE INFORMATION

The Town of Sidney permits secondary suites in the *Single Family Residential* (R1.1), *Single Family High Density Residential* (R1.2) and *Single and Two-Family Residential* (R2 and R2.1) zones. Suites are not permissible in two-family dwellings (duplexes). For a Secondary Suite to be considered a legal suite it must comply with Town of Sidney Zoning Bylaw No. 1660 and the BC Building Code. A Town of Sidney Building Official must inspect the suite for compliance with the Zoning Bylaw and the BC Building Code before it is considered legal.

The following is a list of some of the requirements for secondary suites within the Town of Sidney. For complete information, please contact the Town of Sidney, Development Services Department at 250-656-1725.

NOTE: a Building Permit is required for secondary suite applications and inspections.

Zoning Bylaw No. 1660 Requirements:

- Secondary suites shall:
 - Be located only in single family dwellings;
 - Be limited to one (1) per single family dwelling;
 - Be completely contained within the principal dwelling;
 - Not exceed 40% of gross floor area of the principal dwelling or 90 square metres, whichever is the lesser;
 - Be located above or below the other dwelling unit (shared utility and common storage areas are excluded from this requirement);
 - Have their own entrance separate from that of the other unit; and
 - Be self-contained. Electrical meters and laundry facilities can be shared between the principal dwelling and the secondary suite if they are located in a common area, so long as that common area meets the requirements of the current B.C. Building Code.
- Either the secondary suite dwelling or the principal dwelling must be owner occupied.
- Use of a secondary suite as a Bed & Breakfast or Boarding unit is prohibited.
- 2 parking spaces are required for the principal dwelling; and
1 parking space is required for the secondary suite.

Note: required parking spaces must be on site, not on the municipal boulevard.

BC Building Code Requirements (including, but not limited to):

- Bedrooms windows shall meet the minimum egress requirements of not less than .35 sq meters with no dimension of less than .38 metres;
- Room heights shall not be less than 2m, including under beams;
- The ceiling and common walls of the lower suite shall have a Fire Resistance Rating of not less than 30 minutes (5/8" type x drywall);
- Smoke alarms must be hardwired and interconnected between units; and
- Units shall not share any common ducting, (heating, vacuum, etc).

Note: See Part 9.36 of the BC Building Code for more complete details.

This document is provided for information purposes only and is not a comprehensive list of the requirements for a secondary suite. A Town of Sidney Building Official must inspect the premises to confirm that all applicable Zoning Bylaw and BC Building Code requirements are satisfied before a secondary suite is considered to be legal.